

Research report writing *steps and format of report writing*

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Research Report Writing

Its Steps & Format to prepare Research
Report

DEFINITION

Research report is a condensed form or a brief description of the research work done by the researcher. It involves several steps to present the report in the form of thesis or dissertation.

The researcher should follow the main principal of writing a report and there principal are:

- ▶ There should be objectivity, clarity in the presentation of ideas.
- ▶ Report should be written in a concise and objective style in simple language avoiding vague expressions.
- ▶ Charts and illustrations in the main report should be used only if they present the information more clearly.
- ▶ Calculated confidence limits must be mentioned and the various constraints experienced in conducting research operation may as well be stated.

TYPES OF RESEARCH

- ❑ Technical Report
- ❑ Popular Report
- ❑ Interim Report
- ❑ Summary Report

Report Writing

SIGNIFICANCE OF WRITING RESEARCH REPORT

- Research report is considered a major component of the research study for the research task remains incomplete till the report has been presented.
- As a matter of fact even the most brilliant hypothesis, highly well designed and conducted research study, and the most striking generalizations and findings are of little value unless they are effectively communicated to others.
- It means that the purpose of research is not well served unless the findings are made known to others.

Report Writing

PURPOSE OF RESEARCH REPORT

A good research report not only disseminates knowledge, but also presents the finding for expansion of the horizon of the knowledge. That apart, it also checks the validity of the generalization and inspires other to carry on related or applied problems. Its under the following heads:

- ❖ 1. Transmission of knowledge
- ❖ 2. Presentation of findings
- ❖ 3. Examining the validity of the generalizations
- ❖ 4. Inspiration for further research

Report Writing

STEPS IN WRITING RESEARCH REPORT

- ❑ LOGICAL ANALYSIS OF THE SUBJECT MATTER
- ❑ PREPARATION OF THE FINAL OUTLINE
- ❑ PREPARATION OF THE ROUGH DRAFT
- ❑ REWRITING AND POLISHING OF THE ROUGH DRAFT
- ❑ PREPARATION OF THE FINAL BIBLIOGRAPHY
- ❑ WRITING THE FINAL DRAFT

Report Writing

RESEARCH FORMAT

The research report format mainly consists of three main sections:

- The Preliminary/Introductory Section
- The Main Body Of The Report
- The Reference Section

Report Writing

THE PRELIMINARY SECTION

- Title Page
- Preface, Including Acknowledgement
- Table of Contents
- Abstract/Summary
- List of Tables (if any)
- List of Figures, Maps and Illustrations (if any)

Report Writing

BODY OF THE REPORT

A. Introduction

- Statement of the Problem
- Significance of the Problem
- Purpose
- Relation of present problem to theoretical position of the previous research
- Statement of Hypothesis
- Assumptions under hypothesis
- Limitation of the Study
- Definition of important terms

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BODY OF THE REPORT

- B. Review of the Literature
- C. Method of the study
- D. Result or Finding
- E. Description of Sample
- F. Discussion
- G. Summary, Conclusion and Suggestion

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REFERENCE SECTION

- ❖ Bibliography
 - Name of the Author
 - Title of the book
 - Publishers Address
- ❖ Appendices

Report Writing

GUIDLINES

- Be objective
- Minimize the use of technical language.
- Use present tense and active voice.
- Treat the data confidentially.
- Revise and rewrite.
- Use visual aids.
- Report should show originality.
- It must provide a ready availability of the findings.
- The layout must be appropriate and accordance with the objective.
- Report should be free from grammatical mistakes.
- Report must present the logical analysis of the subject matter.
- It must be an attempt to solve some intellectual problems.
- Index must be prepared and appended at the end.
- Report must be attractive in appearance, neat, & clear whether typed or printed.

THANK YOU